

**OSHECCOM MEETING ACTION ITEMS**  
**October 18, 2001**

<b>ACTION ITEM</b>	<b>WHO IS RESPONSIBLE?</b>	<b>DUE DATE</b>	<b>CONSENSUS Y OR N?</b>
Brief your LOB managers on the workers' compensation statistics by 11/15/01.	<b>OSHECCOM Members</b>	11/15/01	
Ensure that your LOB's OSH and OWCP Points of Contact (POC) meet together by 11/1/01	<b>OSHECCOM Members</b>	11/1/01	
<ul style="list-style-type: none"> <li>• To identify LOB workers' compensation costs (OWCP POCs will be responsible for this).</li> <li>• To develop and implement strategies to focus LOB safety activities on prevention of mishaps and reversal of workers' compensation trends (OSH POCs will be responsible for this).</li> </ul>	<b>OWCP Point of Contact</b>	11/1/01	
	<b>OSH Point of Contact</b>	11/1/01	
Direct Supervisors and other managers, as well as OSH and OWCP POCs, to become knowledgeable in the new Supervisor's Guide to Workers' Compensation and in the use of SMIS by 12/1/01.	<b>OSHECCOM Members</b>	12/1/01	
Ensure that, if a safety incident occurs, the LOB managers input the safety incident data into SMIS.	<b>OSHECCOM Members</b>	12/1/01	
Ensure that the OSH and OWCP POCs submit the LOB's Annual OSH Report by 11/15/01 to AEE-200.	<b>OSHECCOM Members</b> <b>OWCP POC</b> <b>OSH POC</b>	11/15/01	
OSHECCOM Members are being asked to report back to the OSHECCOM Coordinator on the status of these action items by December 14, 2001.	<b>OSHECCOM Members</b>	12/14/01	
Create a Task Force to develop a Disaster Preparedness Plan. Members: AAM, ACS, ADA, AEE, ASU, FPS (Federal Protective Service), and TASC. AEE will chair; individual LOBs will implement.	<b>OSHECCOM Members</b>	10/18/01	
Distribute Employee Emergency Procedures to your employees by 11/1/01 or sooner.	<b>OSHECCOM Members</b>	11/1/01	